

CITY OF TUALATIN

Classification Description

Job Title: Court Administrator
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt

SUMMARY: Organizes, implements and manages the City's municipal court program in an effective and efficient manner. Administers all court proceedings and docketing, coordinates court matters with the Judge, Prosecutor, defendants, defense counsel, police personnel and witnesses. Ensures compliance with all regulations. Handles confidential matters with discretion. Excellence in customer service.

To a great extent, work is governed by State Statutes, laws and ordinances.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following; other duties may be assigned.

Manages all court cases from inception to final disposition. Performs highly accurate filing and file maintenance of upcoming trial documents; prepares court documents and files; processes requests, motions, extensions, resets and changes of plea through close contact interaction with local trial defense attorneys, defendants, or the City Attorney. Maintains the court docket; acts as court clerk and assists Municipal Judge with court sessions.

Maintains the Court software tables, forms and other set ups; identifies and resolves errors in software processes; maximizes use of software tools to improve court management and efficiency. Provide lead role in development and implementation of enhancements and improvements to the system.

Provide skilled clerical work, processing court transactions with a high degree of public contact. Prepares accurate and timely reports. Acts as a notary public. Tactfully answers a variety of questions about court transactions.

Documents court policies and procedures; keeps them up to date to accommodate changing rules, regulations, situations and process improvements.

Maintains court records in accordance with statutes, regulations and policies.

Assists in the preparation of, and administers and monitors the court budget. Provides explanation for variances.

Accepts, accounts for, and deposits cash receipts; processes refunds as appropriate. Administers collection efforts. Establishes and monitors payment plan agreements. Sends accounts to collections as appropriate. Authorizes payments to contractors and consultants.

Lead in the implementation of the municipal court program.

Attends trainings, workshops and conferences and reviews publications to keep abreast of changes in statutes and regulations to ensure compliance with all legal requirements applicable to municipal courts.

Exhibit leadership to staff, work teams and fellow employees. Provides direction and set standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Ability to deal with emotional and difficult people in a professional and tactful manner. Maintains cooperative working relationship with City staff, outside professionals and agencies, and the general public.

Ability to plan and organize own work schedule and job tasks. Works efficiently and effectively in fast-paced environment which includes changing priorities and frequent interruptions.

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

Follows safety rules and procedures.

SUPERVISORY RESPONSIBILITIES: May directly supervise assigned employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; counseling, motivating and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Advanced knowledge of municipal court operations. Advanced knowledge of office procedures and methods, work processing software, business English, etc. Extensive experience with court software, preferably Caselle or Full Court. High School diploma and/or equivalent supplemented by specialized training and three years experience related to assigned duties, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

SPECIAL SKILLS/ABILITIES: Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public. Ability to occasionally deal with upset or difficult individuals. Ability to work evenings. Working knowledge of Microsoft Word, Excel, and other similar software programs. Knowledge of Spanish is an asset.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Adaptability - Manages competing demands; Able to deal with frequent change or unexpected events.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the principles, practices and techniques of court administration. Possession of additional specialized knowledge, skills and abilities pertinent to the assignment. Considerable knowledge of the principles, practices and equipment of modern functions, policies and procedures of the department to which assigned as to how these relate to the City organization as a whole, or the ability to acquire such knowledge.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to secure possession of, a valid Oregon driver's license. Possession of, or ability to obtain within three months, LEDS certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outdoor weather conditions.